

HANDBOOK
FOR THE
BOARD
of
SUPERVISORS

MISSION

Respond to the needs of the people of the City and County of San Francisco, establish city policies, and adopt ordinances and resolutions.



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INTRODUCTION

This handbook is designed to provide the Members of the Board of Supervisors with an overview of their duties and responsibilities and to serve as a reference for conducting City and County business. While this handbook provides general information, it may be necessary to consult with the Clerk of the Board or a City Attorney regarding specific issues and to refer to the Board's Rules of Order.

GLORIA L. YOUNG
Clerk of the Board

NOTE: An electronic version of this handbook is available on the Office of the Clerk of the Board's computer system. For assistance, please contact the Office Information Systems staff.

REFERENCES

The Following documents will be provided under separate cover to individual Supervisors:

1. Board of Supervisors' Brochure
2. Rules of Order
3. Sunshine Ordinance

I. Branches of Government

The City and County of San Francisco government consists of two branches: the Executive and Legislative.

Legislative Branch

The Charter of the City and County of San Francisco states that the Board of Supervisors (Board) shall meet and transact its business according to rules, which it shall adopt. The Board shall act only by written ordinance or resolution, except that it may act by motion on matters over which the Board has exclusive jurisdiction. All legislative acts shall be by ordinance. An ordinance or resolution may be introduced before the Board by a member of the Board, a committee of the Board, or the Mayor, and shall be referred to and reported upon, by an appropriate committee of the Board. An ordinance or resolution may be prepared in committee and reported out to the full Board for action, consistent with the public notice laws of the City. Except as otherwise provided in this Charter, passage of an ordinance or a resolution shall require the affirmative vote of a majority of the members of the Board. An ordinance shall deal with only one subject matter, except that appropriations ordinances may cover appropriations with respect to any number of subjects. The title of each ordinance shall clearly reflect the content of the ordinance.

Executive Branch

The Mayor shall be the chief executive officer and the official representative of the City and County, and shall serve full time in that capacity. The Mayor shall devote his or her entire time and attention to the duties of the office, and shall not devote time or attention to any other occupation or business activity. The Mayor shall enforce all laws relating to the City and County, and accept service of process on its behalf.

II. The Board Members

The eleven Board members were elected by district on November 7, 2000, and December 12, 2000. The members are:

<u>District</u>	<u>Supervisor</u>	<u>Term Commences</u>
1	Jake McGoldrick	January 8, 2001
2	Gavin Newsom	January 8, 2001
3	Aaron Peskin	January 8, 2001
4	Leland Yee	January 8, 2001

5	Matt Gonzalez	January 8, 2001
6	Chris Daly	January 8, 2001
7	Tony Hall	January 8, 2001
8	Mark Leno	January 8, 2001
9	Tom Ammiano	January 8, 2001
10	Sophie Maxwell	January 8, 2001
11	Gerardo Sandoval	January 8, 2001

<u>Supervisor</u>	<u>Phone</u>	<u>Fax</u>
Ammiano Tom Tom_Ammiano@ci.sf.ca.us	554-5144	554-6255
Daly, Chris Chris_Daly@ci.sf.ca.us	554-7970	554-7974
Gonzalez, Matt Matt_Gonzalez@ci.sf.ca.us	554-7630	554-7634
Hall, Tony Tony_Hall@ci.sf.ca.us	554-6516	554-6546
Leno, Mark Mark_Leno@ci.sf.ca.us	554-7734	554-7739
Maxwell, Sophie Sophie_Maxwell@ci.sf.ca.us	554-7670	554-7674
McGoldrick, Jake Jake_McGoldrick@ci.sf.ca.us	554-7410	554-7415
Newsom, Gavin Gavin_Newsom@ci.sf.ca.us	554-5942	554-5946
Peskin, Aaron Aaron_Peskin@ci.sf.ca.us	554-7450	554-7454
Sandoval, Gerardo Gerardo_Sandoval@ci.sf.ca.us	554-6975	554-6979

III. Board Members' Biographical Information

Supervisor Tom Ammiano – District 9

- Elected 1994, re-elected 1998 and 2000
- President, Board of Supervisors
- Member, Transportation Authority
- Member, Rules Committee
- Member, Public Utilities and Deregulation Committee
- Member, City and School District Committee
- Representative on the Golden Gate Bridge, Highway and Transportation District Board (known as the Bridge Board)
- Representative on the Metropolitan Transportation Commission
- Representative on the Local Agency Formation Commission

Occupation

- Member, Board of Supervisors
- Instructor in Humanities at New College of California
- Instructor in AIDS Peer Education at City College of San Francisco
- Professional stand-up comic

Community and Civic Activities:

- Past President/Member, Board of Education, San Francisco Unified School District.

Supervisor Chris Daly – District 6

- Elected 2000
- Member Transportation Authority
- Chair, Public Utilities and Deregulation Committee
- Vice-Chair, Audit, Labor and Government Efficiency Committee
- Vice-Chair, Housing, Transportation and Land Use Committee
- Representative, Bay Area Air Quality Management District Board
- Representative, Local Agency Formation Commission

Occupation

- Member, Board of Supervisors
- Affordable Housing Organizer

Community and Civic Activities

- Adjunct Faculty New College of California
- Co-founder, Mission Agenda
- Member, Steering Committee San Francisco Tenant Union
- Co-founder, Mission Anti-Displacement Coalition
- National Coordinator, Empty the Shelter

Supervisor Matt Gonzalez - District 5

- Elected 2000
- Member, Transportation Authority
- Chair, Rules Committee
- Vice-Chair, Public Utilities and Deregulation Committee
- Member, Finance Committee
- Representative (alternate), Local Agency Formation Commission

Occupation

- Member, Board of Supervisors
- Attorney

Community and Civic Activities

- Board Member, Intersection for the Arts
- San Francisco Green Party
- Northern California Criminal Trial Lawyers Association

Supervisor Tony Hall – District 7

- Elected, 2000
- Member, Transportation Authority
- Vice-Chair, Neighborhood Services and Parks Committee
- Vice-Chair, Rules Committee
- Representative, Peninsula Corridor Study Joint Powers Board
- Representative, Association of Bay Area Governments

Occupation

- Member, Board of Supervisors
- Employee, City and County of San Francisco (over 25 years) in 7 Departments in all 3 Branches of City Government
- Professional Entertainer

Community and Civic Activities

- Graffiti Task Force
- Mayor's Criminal Justice Citizen Advisory Council
- Former Homelessness Advisory Task Force
- Former Drug Task Force
- Former Citizen Advisory Task Force
- Extensive Outreach programs for Neighborhoods and Schools
- Outreach Programs for District Attorney and Civil Service Commission
- New Courthouse Building Project
- Minority Recruitment Program for Civil Service Commission
- Special Assistant to Mayor Joseph Alioto for Neighborhood Outreach
- Volunteer Coach at St. Ignatius College Preparatory

Supervisor Mark Leno - District 8

- Appointed 1998; elected 1998, re-elected 2000
- Member, Transportation Authority
- Chair, Finance Committee
- Member, Public Health and Environment Committee
- Representative, Golden Gate Bridge, Highway and Transportation District (Bridge Board)

Occupation: Member, Board of Supervisors
Owner of Budget Signs, Inc.

Community and Civic Activities

- Member, Advisory Committee, San Francisco Foundation
- Member, Advisory Board, Horizons Foundation
- Volunteer, Haight Ashbury Community Services
- Organizer, Small Business Forum
- Member, Small Business Network
- Member, Board of Directors, New Israel Fund

Supervisor Sophie Maxwell– District 10

- Elected 2000
- Member, Transportation Authority
- Chair, Public Health and Environment Committee
- Member, City and School District Committee
- Member, Economic Vitality, Small Business and Social Policy Committee
- Representative, Local Agency Formation Commission

Occupation: Member, Board of Supervisors
Electrician

Community and Civic Activities

- Southeast Alliance for Environmental Justice, 1996-2000
- Third Street Light Rail Advisory Committee, 1997-2000
- Southern Water Front Advisory Committee, 1998-2000
- Board Member, Bayview-Hunters Point Center for the Arts & Technology (Baycat)
- Member, Neighborhood Emergency Response Team (NERT)
- Founder/Chair, San Francisco Recreation Council
- Past Vice President, San Francisco League of Women Voters
- Elected Member and Chair, Bayview Project Area Committee

Supervisor Jake McGoldrick- District 1

- Elected 2000
- Chair, Housing, Transportation and Land Use Committee
- Member, Audit, Labor and Government Efficiency Committee
- Representative, Local Agency Formation Commission
- Representative, Association of Bay Area Governments (ABAG)
- Representative (alternate), California State Association of Counties (CSAC)

Occupation: Member, Board of Supervisors
Teacher

Community and Civic Activities

- Member, Rent Board, 1988-1992
- Board of Directors, San Francisco Tomorrow, 1993-present
- President, Richmond Community Association, 1988-2000

- President, University of San Francisco Adjunct Faculty Association, A.F.T. Local 4269, 1995-present
- Coalition for Jobs, Arts and Housing, Steering Committee, 1998-2000
- Alternate delegate; Coalition for San Francisco Neighborhoods, 1988-2000

Supervisor Gavin Newsom - District 2

- Appointed 1997; elected 1998, re-elected 2000
- Vice Chair, Transportation Authority
- Chair, Audit, Labor and Government Efficiency Committee
- Vice Chair, Economic Vitality, Small Business and Social Policy Committee
- Representative, Golden Gate Bridge, Highway and Transportation District (Bridge Board)

Occupation: Member, Board of Supervisors
President, General Partner and proprietor of a number of Northern California small businesses

Community and Civic Activities

- Past President, Parking and Traffic Commission

Supervisor Aaron Peskin - District 3

- Elected 2000
- Member, Transportation Authority
- Vice-Chair, Finance Committee
- Member, Housing, Transportation and Land Use Committee
- Representative, Bay Area Air Quality Management District Board

Occupation: Member, Board of Supervisors

Community and Civic Activities

- San Francisco Democratic County Central Committee
- Member, Port of San Francisco Environmental Quality Advisory Committee
- Member, City College North Beach/Chinatown Campus Building Committee
- Telegraph Hill Dwellers Association

- Member, Housing Rights Committee Board
- Member, Bay Center Coalition Board
- Founding Member, District 3 Democratic Club
- Member, Harvey Milk Lesbian/Gay/Bisexual/Transgender Democratic Club

Supervisor Gerardo Sandoval - District 11

- Elected 2000
- Member, Transportation Authority
- Chair, Economic Vitality, Small Business and Social Policy Committee
- Member, Neighborhood Services and Parks Committee

Occupation: Member, Board of Supervisors
 Attorney, City and County of San Francisco
 Special Assistant, Budget and Finance Department, Office of the Mayor

Community and Civic Activities

- San Francisco Democratic County Central Committee

Supervisor Leland Yee - District 4

- Elected 1996, re-elected 2000
- Member, Transportation Authority
- Chair, Neighborhood Services and Parks Committee
- Vice Chair, Public Health and Environment Committee
- Representative Bay Conservation & Development Commission (BCDC)
- Representative, California State Association of Counties (CSAC)
- Representative, Golden Gate Bridge, Highway and Transportation District (Bridge Board)

Occupation: Member, Board of Supervisors
 Child Psychologist
 Chair of the Psychology Department, Lincoln University

Community and Civic Activities

- Member, Board of Education, San Francisco Unified School District, 1988-96
- Chairman, Council of Urban Board of Education

IV. Roles and Responsibilities of the Board

DISTRICTS

For a description of the boundaries for each district, refer to the San Francisco Charter, Elections Chapter, Sec. 13.110 (Also available on the San Francisco's official web site: www.ci.sf.ca.us)

DISTRICT MAP (Refer to www.ci.sf.ca.us/bdsupvrs/dmap.htm)

ELECTION OF THE MEMBERS OF THE BOARD

The Supervisors are elected in November of even numbered years. In November, 1996, the charter was amended by the voters to establish district elections. In 2000, eleven Supervisors were elected from eleven districts. At the Inaugural meeting on January 8, 2001, it was determined which supervisors would serve two-year or four year terms. Beginning in 2002, Supervisors will be elected for four-year terms. Voters use non-partisan ballots; that is, the ballot does not show any political party, and Supervisors do not run as members of a party or faction.

ELECTION OF THE PRESIDENT

The Board President is elected by a majority vote by his or her colleagues at the Inaugural meeting in January of odd-numbered years.

DUTIES OF THE PRESIDENT

The President has the power to:

1. Appoint the members and chairs of all Board committees.
2. Refer ordinances, resolutions, motions and hearing requests to specific committees. This is traditionally done by a Deputy Clerk of the Board, based on Rules of Order adopted by the Board, and subject to reassignment by the President.
3. Assign offices and assign seats in the Chamber to members of the Board. As the result of a rule change, the President now must follow seniority in making these assignments.
4. Approve requests for use of the Chamber. Standards for granting such requests have been established in part by the Rules of Order, and in part by an agreement between the President and the Clerk. The President has delegated this authority to the Clerk.

5. Approve requests for committee meetings to be held on Mondays after 12:30 p.m.
6. Decide all questions of order at Board meetings, usually after consultation with the parliamentarian (Clerk of the Board), and subject to appeal to the Board by any member.
7. Request removal of a member of the public from the meeting room because of disorderly conduct.
8. Serve on a Committee on a temporary basis when only one member of that Committee is available to attend a meeting (Rule 5.40).

By virtue of the office, the President has some functions on other bodies. The President of the Board, for example, is a member of the Retirement Board, or may appoint another Board member as his/her designee.

Mail addressed to the President, as a matter of protocol, which is really intended for the Board, is referred to the Office of the Clerk of the Board for distribution to all Board members.

PRESIDENTIAL APPOINTMENTS

The President appoints three members to the Building Inspection Commission: a residential tenant, a residential landlord, and a member of the general public. The President also appoints a member to the Retirement Board.

ABSENCE OF THE PRESIDENT/PRESIDING OFFICER

If the President is absent from a meeting, the Clerk opens the meeting and entertains a motion to select a President pro tempore. By long-standing tradition the President pro tempore is the member who will be last on "roll call for introductions," and last to vote on all items that day.

V. Board Committees

The Board committees are appointed by the President and shall consist of three members. The committee considers only items, which have been referred to it by the President, or by the Board. The basic function of each committee is to inquire and to recommend actions to the full Board. Additional committee authority exists only when specifically authorized by ordinance, or by the Board.

The President assigns a specific issue to the appropriate committee. In the event that the scope of committee assignments may be conflicting, overlapping or ambiguous, the President shall determine and designate, subject to an appeal to the Board, the committee which shall have jurisdiction over a particular matter.

Legislation assigned to a committee requires a majority of the three members to send a recommendation to the full Board (as introduced or as amended by the committee). A committee may send legislation to the full Board with its recommendation, or without a recommendation, or with a recommendation of do not pass. If a committee has not acted on an ordinance or resolution within 30 days after its referral to a committee, any Supervisor may cause the matter to be "called from committee" and considered by the full Board.

COMMITTEE CHAIRS AND COMMITTEE CLERKS

The President appoints the Committee Chairpersons. The Committee Clerks provide assistance and support to Committee Chairs and assist in preparing the respective agenda. Committee Clerks keep a "pending list" of all items that have been referred to committee. Committee Clerks also notify Chairs about deadlines for consideration of certain legislation. In selecting items to be heard at a committee meeting, Chairs may only select items that have been referred to the committee.

VI. Board's Compensated Positions

San Francisco Supervisors are designated as part-time employment positions and receive a salary of \$37,585 a year. The City Charter, adopted by the voters, sets the salaries.

Four Supervisors serve on the Board of Directors of the Golden Gate Bridge, Highway, and Transportation District (known as the Bridge Board or GGBHTD). That Board meets on the second and fourth Friday of each month at 10:00 a.m. in the Administration Building at the Golden Gate Bridge. Members are each paid \$50 a meeting.

Three Supervisors serve on the Executive Committee of the Association of Bay Area Governments (ABAG). The appointment of one of those seats rotates each two years between the Board and the Mayor. The seat is currently an appointment of the Mayor, and rotates back to the Board in 2002. There are three alternate members. The Committee meets about eight times a year, usually on the third Thursday of each month at 7:30 p.m. at 101 8th Street in Oakland, next to the Lake Merritt BART Station. Members are each paid \$100 a meeting.

One Supervisor serves on the Metropolitan Transportation Commission (MTC). The Commission meets on the fourth Wednesday of each month at 10:00 a.m. at 101 8th Street in Oakland, next to the Lake Merritt BART station. Members are each paid \$100 a meeting with a limit of five meetings a month.

One Supervisor serves on the Bay Area Air Quality Management District Board (known as the "Air Board or BAAQMD). That Board meets on the first and third Wednesday of each month at 9:30 a.m. at 939 Ellis Street on the seventh floor. Each member is paid \$100 a meeting.

One Supervisor serves on the Bay Conservation and Development Commission (BCDC). The Commission meets on the first and third Thursday of each month at 1:00 p.m., usually at 101 8th Street in Oakland, next to the Lake Merritt BART station. Each member is paid \$100 a meeting.

One Supervisor serves on the Joint Powers Board (JPB) (jointly with San Mateo County and Santa Clara County) concerning CalTrain, the rail service between San Francisco and the Peninsula. That Board meets on the first Thursday of each month at 10:00 a.m. in the second floor auditorium at 1250 San Carlos Avenue in San Carlos. Each member is paid \$50 a meeting.

Three Supervisors serve on the Local Area Formation Commission (LAFCO). Two Supervisors serve as alternates. The Commission meets at special meetings. Please contact the Office of the Clerk of the Board, 415-554-5184, for scheduled meetings.

In addition, all 11 Supervisors serve on the San Francisco County Transportation Authority. The Authority meets at 11:00 a.m. on the third Monday of each month in the Board Chamber. Authority committees usually meet in the morning of other Mondays.

Supervisors Serving on Compensated Positions

These are the seniority order selections at present:

1. Tom Ammiano
2. Leland Yee
3. Gavin Newsom
4. Mark Leno
5. Tony Hall
6. Sophie Maxwell
7. Jake McGoldrick
8. Aaron Peskin
9. Chris Daly
10. Matt Gonzalez
11. Gerardo Sandoval

OTHER REPRESENTATION BY BOARD' MEMBERS

One Supervisor is the representative of the Board on CSAC, the California State Association of Counties. One Supervisor is the representative of the Board on the City's Retirement Board.

VII. Clerk of the Board

The Clerk of the Board is the Legislative Administrator for this branch of government. The Clerk of the Board's primary role is to provide administrative support to the Board of Supervisors and its other organizations: (1) Office of Legislative Analyst, which assists the Board in addressing policy and municipal issues through research and analysis. (2) Assessment Appeals Board, which allows taxpayers to appeal their property tax assessment; (3) Youth Commission, which advises Board members and the Mayor on issues related to children and youth; and (4) Sunshine Ordinance Task Force, which advises the Board and provides information to other City departments on appropriate ways to implement the Sunshine Ordinance. In addition, the Clerk of the Board administers the Budget Analyst contract.

ORGANIZATION CHART (See *Appendix A*)

WHOM TO CALL - QUICK REFERENCE GUIDE (See *Appendix B*)

VIII. San Francisco's Legislative Process

LEGISLATIVE ACTIONS

Legislation consists of ordinances, resolutions, and occasionally formal motions. Six votes are required to pass ordinances, resolutions and motions unless a greater number is required by State law, Charter provision, ordinance, or Board Rule. The Rules of Order contain an index to votes required on various matters. A majority of those present is required to amend proposed measures and to approve most parliamentary motions.

Ordinances are prepared and approved as to form by the City Attorney. A Supervisor may request a draft of an ordinance by submitting a request on an "introduction" form to the Clerk, who then requests the City Attorney to prepare the ordinance. The Supervisor may also make the request directly to the City Attorney.

Resolutions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Legislative Assistant Handbook, and in the common folder under shared forms and templates).

Motions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Legislative Assistant Handbook, and in the common folder, under shared forms and templates).

LEGISLATIVE DIGEST

The Board requests the City Attorney's office to provide, as a routine practice, a brief digest of any proposed ordinance whenever the text of the ordinance is more than two pages in length, preferably so that it is available at the time of ordinance introduction. The Board asks that each digest be brief and explain in as simple English as possible the effects of the ordinance on existing law. A cover letter from a department head may also summarize the legislation.

HEARINGS AT BOARD COMMITTEES

A Supervisor may request, either through the Clerk, pursuant to Board rules, or at the "roll call" portion of a Board meeting, that a committee hearing be held to consider a specific subject matter.

INTRODUCED LEGISLATION

An ordinance or resolution is introduced in writing by a member of the Board by presenting it to the Clerk, pursuant to Board rules, or by presenting it in a Board meeting. When a department head or a commission established by the Charter proposes an ordinance or resolution it is normally brought to the office of the Clerk of the Board prior to Wednesday noon, listed at the rear of the Board agenda the following Monday, and considered introduced by the Board President at that time.

RULES OF ORDER

The Board refers to its Rules of Order, although the Board uses Robert's Rules of Order on points not covered by the Board's Rules. The Rules of Order are provided to the Board Members under separate cover.

PARLIAMENTARIAN

The Clerk of the Board is the parliamentarian and advises the Board on procedure; the Board President makes parliamentary rulings subject to appeal as provided in the Rules.

BOARD MEETINGS

Board meetings are held at 2:00 p.m. on each Monday afternoon except when Monday is a holiday, in which case the meeting is held on the following business

day. The Board usually does not meet on the Monday between Christmas and the end of the year, nor on the Monday after Thanksgiving. The Board and its Committees occasionally hold off-site meetings.

COMMITTEE MEETINGS

The Board Committees and its members are designated by the President. The Board Committees consists of three Supervisors. The Committees consider items that have been referred to them by the President or by the Board. The President may appoint a Board Member to fill a quorum of the Committee. The meetings and meeting times vary as a result of the number of Committees.

ABSENCES FROM A MEETING

Supervisors who plan to miss a Board meeting or committee meeting should file a form with the Clerk stating the date of departure, the date of return, and the dates of any Board meetings and committee meetings to be missed. The Clerk will ensure that absent members are excused from attendance, a requirement of the Rules of Order.

PROTOCOL AT BOARD MEETINGS

Use of Microphones: A Supervisor is recognized by the President. Members of the Board seek recognition by touching a part of an electronic screen on their desks. Board Rules limit members to ten minutes in debate and to two opportunities to be recognized per question.

ABSTENTION FROM VOTING

Supervisors must vote on every matter unless they have a conflict of interest of a nature, which requires them to refrain from voting. When a Supervisor believes he or she will be required not to vote, the Supervisor should consult with the City Attorney or Deputy City Attorney in advance of the meeting at which the matter will be considered, and should ask the Board to excuse the member from participating in a matter as soon as the matter is called, and before any action or debate occurs.

STAFF PROTOCOL DURING BOARD MEETINGS

Department staff, Aides and others are not allowed on the floor of the Chamber during Board meetings. If there is a need to communicate with a Supervisor, the aide and/or staff member should come to the doorway or rail and wait. The Sergeant at Arms will deliver messages or items to the Supervisors.

IX. Miscellaneous

SENIORITY OF THE MEMBERS OF THE BOARD

Seating in the Chamber, selection of City offices, parking spaces, and the ability to serve as a member on boards that are compensated are all based on seniority in terms of longest number of years served consecutively. Generally, the Clerk polls Supervisors, in seniority order, as to their preferences.

Seating in the Chamber: Rules of Order 1.14 provides that vacant seats in the Chamber shall be assigned on the basis of seniority, and that Supervisors shall not involuntarily be displaced, except that a retiring president when reached in seniority may choose to occupy either a vacant seat or a seat occupied by a Supervisor with less seniority. A selection of seats is made each time the composition of the Board changes (after elections and appointments), along with the selection of offices and parking spaces, all based on seniority.

Parking: Parking passes are issued to Board members to park in a numbered permit space on the street on the east side of City Hall, Dr. Carlton B. Goodlett Place.

Permits are valid only for the spaces to which they are assigned.

Board Members' Offices: Each Supervisor has a private office on the second floor of the City Hall at 1 Dr. Carlton B. Goodlett Place. His/her two aides occupy adjoining offices in the same suite. .

LEGISLATIVE EXPENSE ACCOUNT

The Legislative Expense Account is funded at an amount of \$5,000 a year for each Supervisor. A Supervisor taking office in the middle of a fiscal year receives a proportionate amount. Thus, a Supervisor taking office at noon on January 8 could use \$2,377 for the remainder of the fiscal year. The Legislative Expense Account of the President of the Board is an additional \$5,000 a year. The Legislative Expense Account of the representative to CSAC is an additional \$1,000 a year.

The Clerk's Office accounting staff pays for general office supplies commonly used by every office, including standard stationery, pens, pencils, staples, telephone message pads, etc. The Legislative Expense Account may be used for purchases related to legislation which are not used by all offices. Allowable expenses include:

- Automobile use
- Business cards with other than English translation
- Cellular phone rental

- Certificate of honor folders
- Computers/accessories
- Fax machines
- Express mail and special deliveries
- Newspapers
- Furniture
- Pager rental
- Special stationery
- Language Line Services
- Travel and conferences

With respect to purchase and maintenance of computer equipment, other than standard equipment assigned to offices, prior approval by the Information Systems staff is required. Any questions regarding the use of the Legislative Expense Account should be directed to the Accounting staff and/or the Clerk of the Board.

BOARD MEETING ROOMS

Authority

The Chamber is available under direction of the President of the Board, subject to provisions in Rule 6.13. The other meeting space is available under direction of the Clerk of the Board as Department Head, subject to provisions, which may be adopted by the Board. A record of reservations for the facilities is kept in a red binder in the Clerk's office.

Rooms may not be used by non-government organizations.

Chamber

Under Rule 6.13 the President of the Board has the power and duty to provide general direction over the Chamber of the Board.

The President has directed the Clerk to permit the use of the Chamber as follows:

- (a) For meetings of the full Board.
- (b) For meetings of committees of the Board when the committee hearing room is in use by another committee.
- (c) For meetings of committees of the Board when attendance at a committee meeting is expected to be so great that the committee hearing room is inadequate.
- (d) For brief visits by groups led by City guides; visits by school groups; or visits by guests of officials of the City.

- (e) For brief incidental filming by local television crews as background location for a news story or editorial, with nameplates of Supervisors not to be filmed.

The President may grant the use of the Chamber for the following additional purposes when it is not scheduled for business of the Board. Such requests shall be routed through the Clerk of the Board:

- (f) For a meeting held by an agency of the regional, Federal, State or City and County governments for the transaction of public business when it is clear that its normal meeting facilities will not be able to handle an audience of unusual size. On occasions when the President will not be available to make a timely decision on such a request, the Clerk is authorized by the President to grant such permission.
- (g) For a ceremonial function, such as an inauguration ceremony.

Approval of the use of the Chamber shall be on the conditions of:

- (1) no smoking
- (2) no eating
- (3) no moving furniture
- (4) leaving the Chamber in the condition in which it was found.

Meeting Facilities other than the Chamber

As Legislative Administrator, the Clerk of the Board shall permit the use of the committee hearing room and the conference room for the following purposes in the following priority order with lower listed users required to vacate the room when a higher user desires the room:

Committee Hearing Room

- (a) For full Board closed sessions.
- (b) For meetings of Board committees.
- (c) For City government meetings requested by a Board member when a Supervisor or an aide will be present.
- (d) For meetings of City political committees only when required by state law to meet in City Hall.
- (e) For occasional meetings of other City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of appropriateness) when there is no other appropriate place to meet.
- (f) The Clerk shall not permit the regular use of the Committee Hearing Room for purposes other than those listed above without approval by motion of the Board.

Conference Room

- (a) For meetings requested by a Board member when a Supervisor or an aide will be present.
- (b) For occasional meetings of City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of the appropriateness) when there is no other appropriate place to meet.
- (c) The Clerk shall not permit the regular use of the Conference Room for purposes other than those listed above without approval by motion of the Board.

CERTIFICATES OF HONOR AND LETTERS OF COMMENDATION

The Board awards certificates of honor, and letters of commendation.

Supervisors may issue letters of commendation and certificates of honor without limit. They are especially appropriate for groups of people. A format has been prepared for letters of commendation on our computer for easy printing.

IN MEMORIAMS

The Board adjourns meetings in memory of persons who recently passed away. At the end of each Board meeting, the Clerk reads the names of persons in whose memory the Board is adjourning. Names should be submitted to the Clerk prior to the end of the meeting.

RECOMMENDATIONS TO CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT HEADS

The Charter prohibits Supervisors from suggesting personnel or contract actions to department heads. The Board does have the power of inquiry. When a Supervisor requests the Clerk to write a letter of inquiry on behalf of the Board, the requesting Supervisor should submit a written memorandum outlining the subject matter of the request.

CONFLICT OF INTEREST

Board Members are subject to conflict of interest laws. California's Political Reform Act prohibits public officials from making, participating in making, or in any way seeking to influence, government decisions in which they have a financial interest. Conflict of Interest statements for Board Members are filed with the Ethics Commission. Check with the City Attorney's Office for advice on potential conflicts of interest.

SAN FRANCISCO CITY CHARTER AND MUNICIPAL CODE (SFMC)

Available in hard back or on the City and County's web page at www.ci.sf.ca.us. A hard back copy of the City Charter and SFMC is available in the Clerk of the Board's office.

PUBLIC RECORDS

The Office of the Clerk of the Board is responsible for the official legislative files of the Board of Supervisors. For Information regarding retention policies related to constituent correspondence, check with the Clerk of the Board or the City Attorney's Office.

X. Other Organizations Within the Board

BUDGET ANALYST

The Budget Analyst reviews and reports on all financial matters before the Board. It also conducts audits as directed by the Board. The Budget Analyst contract is a Joint Venture Agreement. The partners are Harvey M. Rose, Stan W. Jones, Debra A. Newman, and Rodriguez, Perez, Delgado and Company, and Mah and Louie.

OFFICE OF THE LEGISLATIVE ANALYST

The Office of the Legislative Analyst's mission is to provide independent and objective information, research and analysis to assist the legislative body as a whole in addressing policy issues. In addition, it provides individual support to the Board Members in creating and drafting legislation and policy issues. There are four staff members.

YOUTH COMMISSION

The Youth Commission's charge is to serve as liaisons and advocates for youth. They have held health day conferences, lobby days in Sacramento and initiated legislation responding to youth issues. There are three staff members and 17 Youth Commissioners (ages 12 - 23).

ASSESSMENT APPEALS BOARD

The Assessment Appeals Board hears property tax appeals and complies with the California Revenue and Taxation Code. There are four staff members and three Assessment Appeal Boards (a total of 16 Board Members).

SUNSHINE ORDINANCE TASK FORCE

The Sunshine Ordinance Task Force is charged with ensuring that the City's Sunshine Ordinance is enforced. In essence, it assures that deliberations of the commissions, boards, councils, and other agencies are conducted before the people and that the City's operations are open for public review. There is an administrator assigned to this function.

BUDGET BOARD/CLERK OF THE BOARD

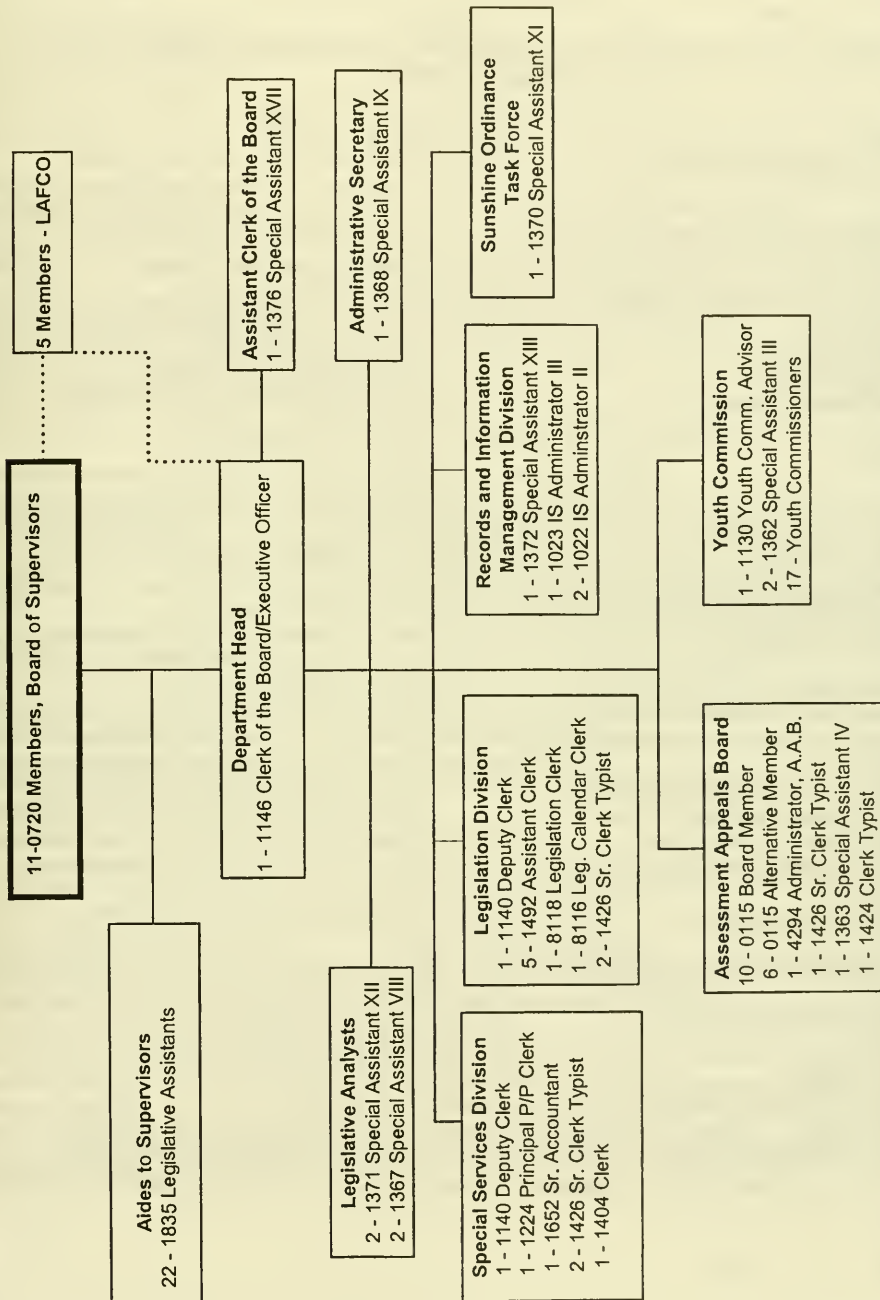
It is about \$9,000,000. A breakdown is available on request.

XI. Legislative Assistants (Aides)

Supervisors may select two aides. The aides provide staff support for the Board of Supervisors and act as a liaison with the community. The Clerk of the Board is the appointing officer although in practice, Board members (Supervisors) select their legislative aides. Supervisors interested in hiring aides should contact the Payroll/Personnel Administrator in the Clerk's Office for assistance prior to making the appointment. The aides interact with the Office of the Clerk of the Board, the City Attorney's Office, the Budget Analyst's Office, Office of the Legislative Analyst, and other departments on an ongoing basis. (The Legislative Assistants' Handbook is provided under separate cover. It includes the Office's specific computer hardware and software policies.)

Organization Chart - Board of Supervisors

Fiscal Year 2000/2001



APPENDIX B

(NOTE: This document is on the Computer in Common/General Information/Quick Reference Guide.)

WHAT	WHO or WHERE
Absence, Notice of (Supervisors)	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Application to Serve on Board/Commission	Forms File, Clerk's Office/Room 244 Submit applications to Rules Committee Clerk
Appointments to Board/Commission	Rules Committee Clerk
Brown Act	Internet: http://caag.state.ca.us/piu/batest.htm
Budget Analyst	Harvey Rose (4-7642)
Business Cards	Violeta Mosuela (4-7704)
Certificates of Honor	Form, Blue Folder: Gold Seal, Ribbon Lolita Espinosa (4-7708)
Charter	Clerk's Office/Room 244 Internet: www.ci.sf.ca.us ; click on Municipal Codes To order hard copies: Madeleine Licavoli (4-7722)
City Hall Front Lobby	554-6066
Clerk to Act letters	Lolita Espinosa (4-7708)
Clerk to Act, Board Agenda	Computer: Common Folder/Clerk to Act
Codes, Municipal (Administrative, Health, Planning, Police, etc.)	Clerk's Office/Room 244 Internet: www.ci.sf.ca.us ; click on Municipal Codes To order hard copies: Madeline Licavoli (4-7722)
Committees: Audit, Labor & Government Efficiency Economic Vitality, Small Business & Social Policy Finance Housing, Transportation & Land Use Neighborhood Services & Parks Public Health & Environment Public Utilities & Deregulation Rules City and School District	Clerk / Legislative Analyst: Mary Red (4-4442) / Gabriel Cabrera (4-7787) Deborah Muccino (4-4447) / Elaine Forbes (4-7781) Gail Johnson (4-4445) / Clarice Duma (4-7782) Greg Hobson (4-4441) / Carol Roos (4-7788) Mary Red (4-4442) / Gabriel Cabrera (4-7787) Deborah Muccino (4-4447) / Elaine Forbes (4-7781) Victor Young (4-7723) / Clarice Duma (4-7782) Victor Young (4-7723) / Elaine Forbes (4-7781) As needed / Carol Roos (4-7788)
Computers/Printers (including print cartridges)	Moe Vazquez (4-4909) / Alvin Moses (4-6234) Computer Problem (4-4964)
Customer Service Awards	Form: Gold Seal, Ribbon Lolita Espinosa (4-7708)
Fax cartridges	Eng Eng Chan (4-7707)
Files in Storage, Request for	Linda Wong (4-7710)
First Aid Kit	Clerk's Office/Room 244 (mailroom)
Foreign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed forms to Violeta Mosuela (4-7704)

WHAT	WHO or WHERE
Forms (other City departments)	Intranet: http://citycenter
Furniture (excess—removal to warehouse)	Madeleine Licavoli (4-7722)
Furniture/Equipment Purchases	Violeta Mosuela (4-7704)
Hanging things on walls (pictures, shelves, etc.)	Madeleine Licavoli (4-7722)
In Memoriam Form	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Introduction Form and Introduction Form For Immediate Adoption—Not on Agenda	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Keys	Diane Perez (4-7703)
Legislation Introduced (current week)	Rita Toth (4-7701); Board website
Legislation Introduced (previous weeks)	Joy Lamug (4-7712)
Legislation (period between being passed by Board and one week following Mayor's signature)	Rita Toth (4-7701)
Legislative Analysts	Clarice Duma, Senior (4-7782) Carol Roos, Senior (4-7788) Gabriel Cabrera (4-7787) Elaine Forbes (4-7781)
Legislative Analyst Reports	Internet: www.ci.sf.ca.us/bdsupvrs
Legislative Expense Account	Violeta Mosuela (4-7704)
Lost & Found	Building Operations / Room 8 / 4-4933
Mailboxes	Room 244: Accessible: 8:00 a.m. - 5:00 p.m. Room 275: Mail delivered by 9:30 a.m. and 3:30 p.m.
Mail: Inter-Department (outgoing box)	Clerk's Office/Room 244 (mailroom) Outgoing: 8:30 a.m. and 1:30 p.m.
Mail: Personal	Take to U.S. mailbox (first floor/City Hall)
Marked Agenda (current week)	Rita Toth (4-7701)
Marked Agenda (previous weeks)	Joy Lamug (4-7712)
Off-Site Meeting Checklist, Supervisors	Forms File, Clerk's Office/Room 244
Off-Site Meeting Checklist, Clerk's Office	
Office Supplies (basic/most commonly used)	Supply Closets Clerk's Office/Room 244 (inner hallway)
Office Supplies (items not in supply closet)	Eng Eng Chan (4-7704) catalog/order forms
Parking Permit (Aides/Supervisors)	Diane Perez (4-7703)
Payroll/Personnel	Eng Eng Chan (4-7707)
Pest Control (within the offices)	Madeleine Licavoli (4-7722)
Police (Northern Station)	553-1563
Reception Desk/Clerk's Office/Room 244	554-5184
Reimbursement (conferences)	Violeta Mosuela (4-7704)
Reproduction Services (875 Stevenson Street)	Order Forms: Violeta Mosuela (4-7704) Signature of Deputy Clerk required
Resolution/Ordinance/Motion (templates)	Computer: Common Folder/Shared Templates
Resolution/Ordinance/Motion paper	Supply Closet/Clerk's Office/Room 244

WHAT	WHO or WHERE
Room Reservations (Chamber/250, Committee/263, Conference/278)	Lolita Espinosa (4-7708) Forms File, Clerk's Office/Room 244
Room Reservations (City Hall - Rooms 34, 82, 400, 408, 416, 421)	Building Manager Jeanne Taulealo (4-5780)
Rules of Order	Forms File, Clerk's Office/Room 244 Computer: Common/Rules of Order Internet: www.ci.sf.ca.us/bdsupvrs
Security, City Hall (Sheriff's Department)	4-6066 or 4-6067 (including after hours)
Sheriff	Room 456; 4-4676
Sign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed form to Violeta Mosuela
Statement of Economic Interests (Form 700) Assuming: within 30 days of hire Departing: within 30 days of separation Annual: April 1	Forms File, Clerk's Office/Room 244 Internet: www.fppc.ca.gov Completed forms to Ethics Commission (Supervisors) Completed forms to Diane Perez (4-7703) (Aides)
Sunshine Ordinance	Forms File, Clerk's Office/Room 244 Administrative Code, Chapter 67 Internet: www.ci.sf.ca.us/bdsupvrs
Supervisor for Legislative Unit: Lilia Dahlen, Joy Lamug, Annette Lonich, Rita Toth	Jean Lum, Deputy Clerk (4-7711)
Supervisor for Operations Unit: Eng Eng Chan, Lolita Espinosa, Violeta Mosuela, Barbara Reilly, Linda Wong	Madeleine Licavoli, Deputy Clerk (4-7722)
Supervisor of Assistant Clerks: Gail Johnson, Deborah Muccino, Mary Red, Victor Young	Jean Lum, Deputy Clerk (4-7711)
Supervisor's Handbook	Forms File, Clerk's Office/Room 244 Computer: Common/Supervisors Handbook Internet: www.ci.sf.ca.us/bdsupvrs
Telephone Directory, City & County	Hard copy: Eng Eng Chan (4-7707) Internet: Sunset.ci.sf.ca.us/dtisbook.nsf
Telephone Help Line (DTIS)	550-2774
Telephones	Madeleine Licavoli (4-7722)
Temperature (office) Complaints	Building Maintenance 4-4933
Thirty-Day List	Computer: Common Folder/Thirty Day Rule
Training Microsoft Office, Word, Excel, etc. Legistar, ISYS	Eng Eng Chan (4-7707) Moe Vazquez (4-4909), Alvin Moses (4-6234)
Tapes, audio - Board/Committees	Lolita Espinosa (4-7708)
Tapes, video - Board/Committees	Citywatch

HISTORICAL DATA

QUESTIONS MOST FREQUENTLY ASKED

1. Who have been Supervisors since the 1980 at large election?
2. Which Supervisors succeeded which Supervisors?
3. Were there any unusual changes? Why?
4. Which of the Supervisors were appointed in recent years?
5. Why did Supervisors leave office?
6. Who have been recent Board Presidents
7. Why aren't ordinances effective until 30 days after the Mayor approves them?
8. Has the committee structure always been the same for the past several years?
9. Who were the most recent Mayors of San Francisco?
10. Is there any biographical information on the recent Mayors?
11. When did the new Charter go into effect?
12. What happened to the language in the old Charter?
13. How did the overall City government change under the new Charter?
14. Is the Board involved in appointments by the Mayor?
15. Are there different fiscal provisions in the new Charter involving the Board?
16. What are the terms and what are ballots like?
17. Are there term limits?
18. Who has had to leave the Board because of the term limits?
19. What were the results of Supervisors' elections since 1980?
20. Were there district elections several years ago?
21. Who were elected to those district seats in the 1970's?
22. How many times can an appointed Supervisor later run for election?

23. Doesn't a new Supervisor with more than two years left in the term have to run in November?
24. Doesn't a new Supervisor with more than two years left in the term have to run in November?
25. What was the situation in November 1998?
26. Do the two year terms which start in 1998 and 2000 count as full terms?
27. Can Supervisors campaign for ballot measures?
28. Can the Board submit ballot arguments?

1. Who have been Supervisors since the 1980 at large election?

Roberta **Achtenberg** was elected in 1990, resigned June 2, 1993, to become HUD Assistant Secretary.

Angela **Alioto** was elected in 1988 and 1992. After serving 8 years as Supervisor she could not run for reelection in 1996.

Tom **Ammiano**, was elected in 1994, 1998 and 2000.

Alicia D. **Becerril** was appointed by Mayor Willie Brown effective January 25, 1999, succeeding José Medina. She is considered to be in her term zero. She ran unsuccessfully for reelection in 2000.

Sue **Bierman** was elected in 1992 and 1996. After serving 8 years as Supervisor she could not run for reelection in 2000.

Harry **Britt** was first appointed in January 1979 by Mayor Dianne Feinstein, succeeding Harvey Milk. Britt was then elected in 1980, 1984, and 1988. Britt did not run for reelection in 1992.

Amos **Brown** was appointed effective May 29, 1996, by Mayor Willie Brown, succeeding Carole Migden. He was elected in 1998 for a two year term. He ran unsuccessfully for reelection in 2000.

Annemarie **Conroy** was appointed April 6, 1992, succeeding Doris Ward. She then ran unsuccessfully in 1994.

Lee **Dolson** was first elected in 1977, lost in 1979, won in 1980, then ran unsuccessfully for reelection in 1982.

Jim **Gonzalez** was appointed December 8, 1986, by Mayor Dianne Feinstein, succeeding Quentin Kopp. Gonzalez was then elected in 1988, and ran unsuccessfully in 1992.

Terence **Hallinan** was elected in 1988 and 1992. After 7 years as Supervisor, he resigned effective upon his swearing in as District Attorney on January 8, 1996.

Richard **Hongisto** was elected in 1980, 1982, and 1986. He ran successfully for Assessor in 1990.

Tom **Hsieh** was appointed September 5, 1986, by Mayor Dianne Feinstein, succeeding Louise Renne. Hsieh then was elected in 1988 and 1992. He could not run for reelection in 1996.

Ella Hill **Hutch** was elected in 1977 and 1980. She died in office February 25, 1981.

Leslie **Katz** was appointed effective June 1, 1996, by Mayor Willie Brown, succeeding Willie B. Kennedy. Supervisor Katz was elected in November 1996. She did not run for reelection in 2000.

Barbara **Kaufman** was elected in 1992 and 1996. After serving 8 years as Supervisor she could not run for reelection in 2000.

Willie B. **Kennedy** was appointed effective March 6, 1981, succeeding Ella Hill Hutch. She was elected in 1984, 1988, and 1992. She resigned in April 1996 in order to become Administrative Officer of the Public Transition Development Corp.

Quentin **Kopp** was elected in 1971, 1975, 1977, 1980, and 1984. He resigned November 30, 1986, to become State Senator.

Susan **Leal** was appointed June 7, 1993, by Mayor Frank Jordan, succeeding Roberta Achtenberg. Leal resigned effective January 8, 1998, to become City Treasurer.

Mark **Leno** was appointed by Mayor Willie Brown effective April 22, 1998, succeeding Susan Leal, and was elected in 1998 and 2000.

Bill **Maher**, elected in 1982, 1986, and 1990, was first to feel the effect of the two term limit provision adopted in 1990 so he could not run in 1994.

José **Medina** was elected in 1996, then effective January 19, 1999, resigned to accept an appointment by Gov. Gray Davis to be Director of the California Department of Transportation.

Carole **Migden** was elected in 1990 and 1994. She resigned effective March 28, 1996, to become a member of the State Assembly.

John **Molinari** was elected in 1971, 1975, 1977, 1980, and 1984. He did not run for reelection in 1988.

Wendy **Nelder** was elected in 1980, 1982, and 1986. She ran unsuccessfully for Assessor in 1990 instead of running for reelection as Supervisor.

Gavin **Newsom** was appointed by Mayor Willie Brown effective February 13, 1997, succeeding Kevin Shelley, and was elected in 1998 and 2000.

Louise **Renne** was appointed December 18, 1978, by Mayor Dianne Feinstein, succeeding Feinstein as Supervisor. Renne was elected in 1980 and 1984. She resigned September 3, 1986, to become City Attorney.

Kevin **Shelley** was elected in 1990 and 1994. In November 1996 he was elected to the State Assembly seat previously held by John Burton who was elected to the State Senate. Shelley resigned from the Board effective December 2, 1996, when he took office as an Assemblyman.

Carol Ruth **Silver** was elected in 1977, 1980, and 1984. She ran unsuccessfully for reelection in 1988.

Mabel **Teng** was elected in 1994 and in 1998. She ran unsuccessfully for reelection in 2000.

Nancy **Walker** as elected in 1979, 1980, 1982, and 1986. She did not run for reelection in 1990.

Doris **Ward** was elected in 1979, 1980, 1982, 1986, and 1990. She resigned April 3, 1992, to become Assessor.

Michael **Yaki** was appointed effective February 5, 1996, succeeding Terence Hallinan. Yaki was elected in November 1996. He ran unsuccessfully for reelection in 2000.

Leland **Yee** was elected in 1996 and 2000.

2. Which Supervisors succeeded which Supervisors?

Naturally, when one Supervisor is appointed or only one Supervisor is elected at an election, the succession is clear. When two or three new Supervisors are elected at the same time, we consider the new Supervisor with the most votes to be succeeding the most senior departing Supervisor. This list is the succession of Supervisors beginning with the 1980 election when the City returned to at-large elections. The first named Supervisor in each line was elected in 1980. The order of listing is the order of votes in the 1980 election. The dates show the year of the first election of a successor, or, if an asterisk is shown, the year of appointment.

Supervisors Kopp 1971	Gonzalez 1986*	Kaufman 1992.	
Supervisors Molinari 1971	Alioto 1988	Yee 1996.	
Supervisors Renne 1978	Hsieh 1986*	Medina 1996	Becerril 1999*.
Supervisors Silver 1977	Hallinan 1988	Yaki 1996*.	
Supervisors Hutch 1977	Kennedy 1981*	Katz 1996*.	
Supervisors Britt 1979	Bierman 1992.		
Supervisors Walker 1979	Migden 1990	Brown 1996*.	
Supervisors Ward 1979	Conroy 1992*	Teng 1994.	
Supervisors Dolson 1980	Maher 1982	Ammiano 1994.	
Supervisors Hongisto 1980	Achtenberg 1990	Leal 1993*	Leno 1998*.
Supervisors Nelder 1980	Shelley 1990	Newsom 1997*.	

Most of the seats were held by just three Supervisors over the 18 years. Four Supervisors (Hongisto, Achtenberg, Leal, and Leno) held one seat. Four Supervisors (Renne, Hsieh, Medina, and Becerril) held one seat. One seat was held by only two Supervisors (Britt and Bierman).

3. Were there any unusual changes? Why?

Yes. In a year period, from February 1996 to February 1999, eight new Supervisors, were acquired even though no incumbent lost an election.

(1) In November 1995 voters elected Supervisor Terence Hallinan to be District Attorney. In February 1996 Mayor Willie Brown appointed Michael Yaki to replace Hallinan for the remaining 11 months of his term as Supervisor. Yaki was then elected in November 1996.

(2) In December 1995 voters elected Speaker Emeritus Willie Brown to be San Francisco Mayor. On March 26, 1996, voters elected Supervisor Carole Migden

to Mayor Brown's former seat in the Assembly. In May, Mayor Brown appointed Amos Brown to replace Migden on the Board, to serve the remaining 31 months of her term.

(3) In June 1996 Supervisor Kennedy left to become Administrative Officer of the Public Transition Development Corp. Mayor Brown then appointed Leslie Katz to replace Kennedy for the remaining seven months of her term.

(4 and 5) In November 1996 voters elected Leland Yee and José Medina to replace Tom Hsieh and Angela Alioto, who could not run because of the two term limit.

(6) In November 1996 voters elected Kevin Shelley to a State Assembly seat. Mayor Brown then appointed Gavin Newsom to replace Shelley on the Board effective February 13, 1997.

(7) In November 1997 voters elected Supervisor Susan Leal to serve as City Treasurer. Mayor Willie Brown then appointed Mark Leno to succeed Susan Leal effective April 22, 1998.

(8) In January 1999 Supervisor José Medina resigned to accept an appointment by Governor Gray Davis as Director of the California Department of Transportation. Mayor Willie Brown then appointed Alicia D. Becerril to succeed José Medina effective January 25, 1999.

4. Which Supervisors were appointed in recent years?

Here are the appointments in the most recent 20 year period.

Mayor Dianne Feinstein appointed five Supervisors:

Donald Horanzy to succeed Supervisor Dan White, who had resigned.

Louise Renne to succeed Supervisor Feinstein, the new Mayor succeeding George Moscone.

Harry Britt to succeed Supervisor Harvey Milk, killed by former Supervisor White.

Tom Hsieh to succeed Supervisor Louise Renne who was appointed City Attorney.

Jim Gonzalez to succeed Supervisor Quentin Kopp, who was elected State Senator.

Mayor Art Agnos appointed no Supervisors.

Mayor Frank Jordan appointed two Supervisors:

Annamarie Conroy, to succeed Doris Ward who was appointed City Assessor.

Susan Leal to succeed Roberta Achtenberg, who resigned to become HUD Assistant Secretary.

Mayor Willie Brown has appointed six Supervisors:

Michael Yaki to succeed Terence Hallinan, who was elected District Attorney.
Amos Brown to succeed Carole Migden, who was elected to the State Assembly.

Leslie Katz to succeed Willie B. Kennedy newly an officer of the Transition Development Corp.

Gavin Newsom, to succeed Kevin Shelley who was elected to the State Assembly.

Mark Leno to succeed Susan Leal, who was elected City Treasurer.
Alicia D. Becerril, to succeed José Medina who was appointed head of CalTrans.

As you can see, political promotions and two assassinations contributed to the turnover.

5. Why did Supervisors leave office?

Of the 34 Supervisors in office since 1980, 23 have left:

- 11 left for another position (Achtenberg, Hallinan, Hongisto, Kennedy, Kopp, Leal, Medina, Migden, Renne, Shelley, Ward)
- 4 were defeated for reelection (Conroy, Dolson, Gonzalez, Silver)
- 5 chose not to run for reelection (Britt, Molinari, Nelder, Walker, Katz)
- 1 died in office (Hutch)
- 5 left because of the two term limit (Alioto, Hsieh, Maher, Bierman, Kaufman)

6. Who have been recent Board Presidents?

1981--1982	John L. Molinari*
1982--1982	Quentin L. Kopp*
1983--1984	Wendy Nelder
1985--1986	John L. Molinari
1987--1988	Nancy G. Walker
1989--1990	Harry G. Britt
1991--1992	Doris M. Ward**
1992--1992	Kevin Shelley**
1993--1994	Angela Alioto
1995--1996	Kevin Shelley***
1996--1998	Barbara Kaufman***
1999--2000	Tom Ammiano

* Supervisor Molinari served as President until June 1982 when a Charter amendment became effective requiring the top vote getter in the most recent election to become president; Supervisor Kopp then served until the following January 8.

** Supervisor Ward served until April 1992 when she resigned to become Assessor; Supervisor Shelley was then selected by his colleagues and served as President until the following January 8.

*** Supervisor Shelley served as President until December 1996 when he resigned to become a member of the State Assembly. Supervisor Kaufman was then elected by her colleagues to serve as President until the following January 8 when she became President as the result of having been the top vote getter in November.

7. Why aren't ordinances effective until 30 days after the Mayor approves them?

Voters have a right to circulate a petition to keep the ordinance from going into effect until after a public vote, called a referendum.

8. Has the committee structure always been the same for the past several years?

No. It has varied greatly. The Board often amends the Rules to approve a new committee structure request of a new President. These have been recent standing committees:

1999

1. Audit and Government Efficiency Committee
2. Finance and Labor Committee
3. Housing and Social Policy Committee
4. Parks and Recreation Committee
5. Public Health and Environment Committee
6. Public Utilities and Deregulation Committee
7. Rules Committee
8. Small Business, Economic Vitality and Consumer Services
9. Transportation and Land Use

1998

1. Finance Committee
2. Rules Committee
3. Economic Development, Transportation and Technology Committee
4. Health, Family and Environment Committee
5. Housing and Neighborhood Services Committee
6. Parks and Recreation

1997

1. Finance Committee
2. Rules Committee
3. Economic Development, Transportation and Technology Committee
4. Health, Family and Environment Committee
5. Housing and Neighborhood Services Committee

1993-1996

1. Budget
2. Economic Vitality and Social Policy
3. Government Efficiency and Labor
4. Health, Public Safety and Environment
5. Housing and Land Use
6. Rules

In 1996 there were also three special committees: (1) The Select Committee on Base Closures concerned with the closures of the Presidio, Hunters Point, and Treasure Island, (2) The Select Committee on Implementation of the 1996 Charter, and (3) The Select Committee on Municipal Public Power concerned with whether the City should distribute electricity in San Francisco.

1990-1992

1. Finance
2. City Services
3. Economic and Social Policy
4. Administration and Oversight

1987-1989

1. Finance
2. Government Operations
3. Human Services
4. Land Use
5. Public Works
6. Rules
7. Oversight

1982-1986

1. Finance
2. Rules and Legislation
3. Planning, Housing and Development
4. Civil Service and General Administration
5. Human Services
6. Health
7. Public Works
8. Public Protection
9. Culture and Recreation
10. Energy and Environment
11. Traffic and Transportation

1981 and Before

1. Finance
2. Fire, Safety and Police
3. Planning, Housing and Development
4. State and National Affairs
5. Governmental Services
6. Health and Environment
7. Streets and Transportation
8. Legislative and Personnel
9. Community Services
10. Rules
11. Urban and Consumer Affairs

9. *Who have been the recent Mayors in San Francisco?*

These are the recent Mayors and when they were elected.

1999 Willie Lewis Brown, Jr.
1995 Willie Lewis Brown, Jr.
1991 Frank Jordan
1987 Art Agnos
1983 Dianne Feinstein
1979 Dianne Feinstein
1975 George Moscone
1971 Joseph Lawrence Alioto
1967 Joseph Lawrence Alioto
1963 John Francis Shelley
1959 George Christopher

10. Is there any biographical information on the recent Mayors?

George Christopher served two terms. He convinced the New York Giants to move to San Francisco.

John Francis Shelley was a former Congressman, was the husband of Thelma Shelley, long time General Manager of the War Memorial and Performing Arts Center, and the father of former Supervisor Kevin Shelley.

Joe Alioto for many years was a prominent San Francisco attorney. He was the father of former Supervisor Angela Alioto.

George Moscone, former member of the Board and former State Senator, was killed in his office on November 27, 1978, by a resigned Supervisor, Dan White, who then killed Supervisor Harvey Milk a few minutes later.

Dianne Feinstein was a Supervisor for nine years, served as Board President before becoming Mayor upon the assassination. She is now the senior United States Senator from California.

Art Agnos was a member of the State Assembly before becoming Mayor. He is now Regional Administrator for the United States Department of Housing and Urban Renewal.

Frank Jordan was a career police officer, becoming police chief, and then retiring before he was elected Mayor.

Willie Brown was a member of the California Assembly for 31 years and its speaker for 14 years, the longest service in that position in the State's history, before his December 1995 election as Mayor. Mayor Willie Brown was re-elected in 1999 to his second term.

11. When did the new Charter go into effect?

The 1996 Charter went into effect on July 1, 1996, although a few provisions went into effect over the three months following. The Recorder's office did not merge with the Assessor's office until the first of July 1997.

12. What happened to the language in the old Charter?

Some of it was put in the new Charter, some of it was put in an appendix of the new Charter where it has the same legal effect as if it were in the main body of the Charter (but it makes the main section more streamlined), some of it was put in the Administrative Code as ordinances which can be amended by the Board, and some of it was simply deleted as obsolete.

13. How did the overall City government change under the new Charter?

The City government became more centralized. The Mayor's position and the Board's position were strengthened.

14. Is the Board involved in appointments by the Mayor?

Yes. The Mayor appoints commissioners. Board confirmation is not required, but the Board can reject the appointments. The appointment of the City Administrator by the Mayor for a five year term (compared to the 10 years for previous Chief Administrative Officers) will be subject to Board approval. The removal of the City Administrator by the Mayor requires confirmation by the Board, although under the new Charter the removal can occur without cause.

15. Are there different fiscal provisions in the new Charter involving the Board?

Yes. The Board now needs only a majority vote to adopt the budget, instead of the previous 2/3 vote. Previously, the Board could only lower proposed appropriations. Under the new Charter, the Board can raise them too, if there are enough funds. The Board appoints an Audit Committee to work with the outside auditor.

16. What are the terms and what are ballots like?

There are eleven Supervisors. Voters elect them in November of even numbered years. They have to declare they are candidates sometime in early August. As a practical matter, they usually decide well in advance of August so they can start raising money. They usually have four year overlapping terms. But during the present change from at-large elections to district elections things are a little different. In the year 2000, eleven Supervisors will be elected from eleven districts, some of them for two years, some of them for four years. Beginning in 2002 Supervisors will be elected for four year terms. Voters use non-partisan ballots; that is, the ballot does not show any political party, and Supervisors do not run as members of a party or faction.

17. Are there term limits?

Yes. In June 1990 voters adopted a Charter amendment limiting Supervisors to two terms. Supervisors in office when the limit was enacted were deemed to be serving in their first term, even though they may already have served several terms. A two term limit for the office of Mayor had been adopted by the voters in 1955.

18. Who has had to leave the Board because of the term limits?

Bill Maher came on the Board in 1983. In 1990 he supported the two term limit proposal and then was not able to run in 1994 because of the limit. He served 12 years. Tom Hsieh, who came on the Board in mid 1986, and Angela Alioto who was elected in 1988, were not able to run in 1996 because of the two term limit. Supervisor Willie B. Kennedy, who served 15 years, and Supervisor Terence Hallinan both would not have been able to run in 1996 but both left to take other positions. Supervisors Carole Migden and Kevin Shelley both left the Board in their sixth year in office to run successfully for the State Assembly. Supervisors Sue Bierman and Barbara Kaufman were unable to run in 2000 because of the two term limit.

19. What were the results of Supervisors' elections since 1980?

These are the Election results, the order of finish, since district elections ended in 1980:

1980 Election

1. Quentin L. Kopp
2. John L. Molinari
3. Louise H. Renne

4. Carol Ruth Silver
5. Ella Hill Hutch
6. Harry Britt
7. Nancy G. Walker
8. Doris M. Ward
9. Lee S. Dolson*
10. Richard D. Hongisto*
11. Wendy Nelder*

then 54 unsuccessful candidates

1982 Election

1. Wendy Nelder
2. Richard D. Hongisto
3. Doris M. Ward
4. Nancy G. Walker
5. Bill Maher*

then 19 unsuccessful candidates

1984 Election

1. John L. Molinari
2. Louise Renne
3. Quentin L. Kopp
4. Harry Britt
5. Willie B. Kennedy
6. Carol Ruth Silver

then 23 unsuccessful candidates

1986 Election

1. Nancy G. Walker
2. Bill Maher
3. Richard D. Hongisto
4. Doris M. Ward
5. Wendy Nelder

then 14 unsuccessful candidates

1988 Election

1. Harry Britt
2. Angela Alioto*
3. Tom Hsieh
4. Terence Hallinan*
5. Willie B. Kennedy
6. Jim Gonzalez

then 18 unsuccessful candidates

1990 Election

1. Doris Ward
2. Bill Maher
3. Carole Migden*
4. Roberta Achtenberg*
5. Kevin Shelley*

then 20 unsuccessful candidates

1992 Election

1. Angela Alioto
 2. Sue Bierman*
 3. Tom Hsieh
 4. Willie B. Kennedy
 5. Barbara Kaufman*
 6. Terence Hallinan
- then 20 unsuccessful candidates

1994 Election

1. Kevin Shelley
 2. Carole Migden
 3. Susan Leal
 4. Tom Ammiano*
 5. Mabel Teng*
- then 19 unsuccessful candidates

1996 Election

1. Barbara Kaufman
 2. Sue Bierman
 3. Leland Yee*
 4. Leslie Katz
 5. Michael Yaki
 6. José Medina*
- then 22 unsuccessful candidates

1998 Election

1. Ammiano
 2. Newsom
 3. Teng
 4. Leno
 5. Brown
- then 12 unsuccessful candidates

*Indicates a non-incumbent elected

20. Were there district elections several years ago?

In 1975 voters approved district elections. In 1977 there were eleven Supervisors elected from districts. In 1979 voters elected Supervisors from six of the eleven districts, the odd numbered districts. Then in August 1980, the voters amended the Charter to go back to at-large elections in November 1980.

21. Who were elected to those district seats in the 1970's?

In 1977 five previously at large Supervisors were elected by a district. They were Supervisors Dianne Feinstein, Robert Gonzales, Quentin Kopp, John Molinari, and Ronald Pelosi. The six newly elected from districts were Supervisors Lee Dolson, Ella Hill Hutch, Gordon Lau, Harvey Milk, Carol Ruth Silver, and Dan White.

Then in 1979, Supervisor John Molinari was reelected, Supervisor Harry Britt (having previously been appointed) was elected, and Supervisors John Bardis, Ed Lawson, Nancy Walker, and Doris Ward were newly elected.

Of the 11 at-large Supervisors elected in 1980, nine had previously been district Supervisors. They were Supervisors Britt, Dolson, Hutch, Kopp, Molinari, Renne, Silver, Walker, and Ward. Two new Supervisors were elected that year, Supervisors Richard Hongisto and Wendy Nelder.

22. How many times can an appointed Supervisor later run for election?

A Supervisor appointed for less than half a term can run twice for election. A Supervisor appointed for more than half a term can only run once more. In effect, an appointment for more than half a term counts as a full term. But the new district election Charter provision affects what is counted as a term.

23. Doesn't a new Supervisor with more than two years left in the term have to run in November?

Under the new Charter which became effective July 1, 1996, a Supervisor appointed to fill a vacancy with more than two years and five months left in the term has to be elected in order to complete the term. But no appointments have been made since the Charter became effective which meet that requirement.

24. What was the situation in November 1998?

In November 1998 there was no Supervisor who could not run because of term limits. Supervisors Ammiano, Brown, Leno, Newsom, and Teng all ran for two year terms which do not count as a term under the two term limit. They were able to run in a district in 2000.

25. Do the two year terms which start in 1998 and 2000 count as full terms?

Supervisors elected in 1998 are all serving two year terms which do not count as terms under the two term limit. A Supervisor entering office for the **first** time in 2000 for a two year term will not have that term count toward the two term limit. Thus that Supervisor might serve a total of 10 years: a two year term which does not count, then two four year terms. The combination two year elections in 1998 and in 2000 would count as a term.

26. Can Supervisors campaign for ballot measures?

It is unlawful to use the facilities of the City and County of San Francisco, including the facilities of the Board, to support or to oppose, or to solicit funds to support or to oppose, any ballot proposition or any candidate. This includes all proposed Charter amendments and bond issues on the ballot.

Therefore, it is not lawful to use for those purposes the exterior or interior walls of City buildings or City offices, photocopy equipment, word processing equipment, telephones, fax machines, desks, the City seal, the time of aides or other City employees or any other City facilities. Campaign literature or buttons should not be stored in your desks or offices concerning either propositions or candidates.

27. Can the Board submit ballot arguments?

Yes. The ballot argument must be prepared on forms which are specified by the Director of Elections and available from the Rules Committee Clerk.

Aides are requested to submit ballot arguments on the form specified by the Director of Elections and to place them in a ballot argument folder within the "common" folder on the computer network. This is important especially since there is little time between the time the Board orders ballot arguments transmitted and the deadline imposed by law.

In preparing ballot arguments there is a limit of 300 words for initial ballot arguments and 250 words for rebuttal arguments. This word limit includes the phrase "Board of Supervisors" which appears at the end of ballot arguments but does not include the phrase at the head of the argument entitled "Proponent's Argument in Favor of Proposition X." Show the number of words in each line and the correct total.

No underlining will appear in the ballot pamphlet. However, words can be in bold face, italics or both. Do this by underlining the text and placing a marginal note "B" or "I" or "BI" to direct the printer to do the underlined portion in boldface or italic.

The ballot argument should end "Board of Supervisors." It should not also indicate on the submittal line "and the XYZ neighborhood group" or "endorsed by" or similar wording because there are often not enough minutes to get written neighborhood group approval between Board approval and the submission deadline. If it is important to indicate the support of another group or person, it should be done in the text of the ballot argument. A written consent of the group or person mentioned in the text as an endorser must be submitted with the argument.

The President of the Board usually introduces motions for ballot arguments concerning all propositions for which a Supervisor has not introduced a ballot argument. The Rules Committee considers ballot arguments on Charter amendments and ordinances.

The Board can submit ballot arguments concerning all propositions described in the City and County ballot pamphlet.

The Board may submit a proponent's ballot argument about any measure on the City ballot, unless the measure is sponsored by someone else (e.g. initiative petition or Mayor) who writes a proponent's argument. The Board may write an opponent's argument concerning any measure. See Municipal Elections Code Sections 530 and following for guidance.

Ballot arguments are normally considered by the Rules Committee except that arguments about bond issues are normally heard by the Finance Committee. The Clerk routinely distributes ballot argument instructions and encourages sponsors to submit the arguments on time.

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